

2012

C O N T R A C T U A L A G R E E M E N T

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BETWEEN

THE BOARD OF EDUCATION OF THE TOWNSHIP OF
BELLEVILLE, IN THE COUNTY OF ESSEX

AND

BELLEVILLE SCHOOLS OFFICE PERSONNEL ASSOCIATION

1990-1993

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P R E A M B L E

THIS AGREEMENT, made this day of ,
1991, by and between THE BOARD OF EDUCATION OF THE TOWNSHIP OF
BELLEVILLE, IN THE COUNTY OF ESSEX, a body corporate (hereinafter
referred to as the "Board"), and BELLEVILLE SCHOOLS OFFICE
PERSONNEL, a body corporate (hereinafter referred to as the
"Association"), witnesseth:

1' WHEREAS, the Board and the Association desire and intend
to negotiate in good faith the terms and conditions of employment
existing between the Board and the representatives of the
Association, as required by the Laws of the State of New Jersey,
particularly Chapter 123, Public Laws 1974: and

WHEREAS, both parties have agreed to comply with all of
the terms, conditions, and covenants contained in this agreement:

NOW, THEREFORE, in consideration of the full and
faithful performance by each of the parties hereto to all of the
terms, conditions, and covenants herein contained, it is hereby
agreed and understood between the Board and the Association as
follows:

ARTICLE I

RECOGNITION

The Board hereby recognizes the Association, during the lifetime of this Agreement, as the exclusive and sole representative for collective negotiation for all permanent full-time and part-time personnel who are or may become members of the Association and who comprise the unit hereunder as follows:

12 Month Personnel

Payroll Bookkeeper
Secretary to the High School Principal
Secretary to the Middle School Principal
Assistant Secretaries - Business Office
Secretary - Guidance - Senior High School
Assistant Secretaries - High School
Assistant Secretary - Middle School
Secretary - Special Services
Data Processor/Computer Operator - Senior High School
Assistant Purchasing Clerk
Assistant Secretary - Special Services
Accounts Payable Clerk
Bookkeeping Clerk - Business Office
System 36 Computer Operator - Business Office

10 Month Personnel

Elementary School Secretaries
Assistant Secretary - Special Services
Assistant Secretary - Middle School
Assistant Secretaries - Senior High School

The Confidential employees who are not part of the unit are as follows:

Secretaries (two) to the Superintendent
Secretaries (two) to the Assistant Superintendent
Secretary to the Board Secretary/School Business Administrator
Assistant Board Secretary - Purchasing

ARTICLE II

BOARD RESPONSIBILITIES

The Board of Education reserves the right to the operation of the school system. The Board has the right to terminate employment in the manner provided by law and will hire from any source whatsoever.

All the rights, power or authority the Board had prior to the signing of this Agreement are retained by the Board, except those specifically abridged or modified by this Agreement, or any supplementary agreements that may hereafter be made by mutual consent of the parties.

Nothing herein shall be construed as limiting the Board of Education from discharging any of its obligations or responsibilities as prescribed by Title 18:A, nor a delegation of any of its statutory authority under the Laws of the State of New Jersey.

ARTICLE III

INSURANCE PROTECTION

The Board shall provide the health-care insurance protection designated below. The Board shall pay the full premium for each employee enrolled under said plan, including family-plan insurance coverage if the same is applicable.

The health-care insurance protection provided for in this Article shall be limited to and include only those plans offered through the State of New Jersey, Division of Pensions, Health Benefits Bureau:

Traditional Plan (Blue Cross - Blue Shield Prudential)
Health Maintenance Organizations (HMOS)
Preferred Provider Organization (PPO)

Dental The Board shall provide, at its cost, dental coverage through New Jersey Dental Plan in accordance with proposal submitted providing for 80%/20% Basic and Major Services, 60%/40% prosthodontic services, 50% Orthodontic with \$25 deductibles and \$1000 Maximum benefit per insured per year, the Board to pay the premium for the individual employee only. Effective January 1, 1993 coverage for spouses will be added, consistent with the above noted schedule of benefits.

The Board will provide the necessary clerical work for any employee requesting family coverage, the premium for which will be deducted in ten (10) equal installments from his or her pay check.

Prescription The Board shall provide, at its cost, a \$2.00 Co-pay Prescription Plan.

The Board shall make payment of insurance premiums for said health-care insurance protection for each person in its employ who enrolls for the full twelve-month period commencing September 1, and ending August 31 of the contract year. All coverage shall end thirty (30) days after termination of employment and the obligations of the Board thereunder shall at such time come to an end. However, as to retired employees, the Board may service this coverage, if necessary, until the Pension Fund assumes the obligation for payment of premium.

New persons, employed prior to August 20th, beginning employment on September 1 who elect to enroll are given coverage effective September 1. Persons coming into employment after August 20th are required to wait two months before coverage becomes effective. Benefits Upon Retirement Upon retirement, an employee shall be allowed to purchase any of the above benefits at the group rate. The Board shall process the premium payments.

Benefit levels shall remain equal to or better than existing plans if and when the Board changes insurance carriers.

ARTICLE IV

NEGOTIATIONS PROCEDURE

The parties agree to enter into collective negotiations in good faith, in accordance with Chapter 123 - Public Laws 1974. Such negotiations shall begin not later than October 1 of the calendar year next preceding the calendar year in which this Agreement expires.

During negotiations the Board and the Association shall present relevant data, exchange points of view and make proposals and counterproposals. Copies of the budget shall be made available by the Board when completed.

Neither party in any negotiations shall exercise any control over, nor interfere with, selection of any negotiating representative of the other party.

All meetings between the parties shall be regularly scheduled at a time mutually convenient. No such meetings shall be held during working hours of a regular school day. No compensation shall be paid by the Board to the Association or any of its representatives in connection with such negotiations.

Should a mutually acceptable amendment to this Agreement be agreed upon, the same shall be reduced to writing and signed by the legally authorized representatives of the Board and of the Association.

ARTICLE V

EVALUATION OFFICE PERSONNEL

Non-tenure employees are to receive at least three written performance evaluations each school year by the appropriate administrator and they will sign and receive a copy of the original evaluation.

Tenure employees are to receive at least one evaluation each school year, signing and receiving a copy thereof.

All evaluations will be discussed by the administrator with the employee being evaluated and the employee shall have the right to comment in writing on the evaluation or discussion thereof.

ARTICLE VI

GRIEVANCE PROCEDURE

DEFINITIONS

A "grievance" is a claim by a member of the Association based upon the interpretation, application, or violation of this Agreement, policies or administrative decisions affecting an employee or a group of employees.

An "aggrieved person" is the person or persons making the claim.

The "parties of the grievance" are:

The person or persons making the grievance.

The person or persons representing the aggrieved individual or individuals.

The person or persons to whom the grievance applies.

The person or persons who are representing the individual or individuals against whom the grievance is presented.

Purpose

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may from time to time arise affecting employees. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

Procedure

A grievance must be filed within thirty (30) days of the occurrence or of when the grievant should have known of the occurrence. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.

Grievances which have not been resolved before the end of the school year should be resolved as quickly as possible, and time limits may therefore be reduced or waived by mutual consent.

Level One An Employee submitting a grievance shall first discuss it with her Administrator, either directly or through the Association's designated representative, with the objective of resolving the matter informally. If the person or persons to whom the grievance applies is an Administrator above the Principal level, the employee informally should discuss the grievance with such Administrator.

Level Two - If the aggrieved person or persons is not satisfied with the disposition of her grievance at Level One, or if no decision has been rendered within five (5) school days after presentation of the grievance, she may file the grievance in writing with the Chairperson of the Association's Committee on Professional Rights and Responsibilities (hereinafter referred to as the PR&R Committee) within five (5) school days after the decision at Level One or ten (10) school days after the grievance, was presented, whichever is sooner. Within five (5) school days after receiving the written grievance, the Chairperson of the PR&R Committee shall refer it to the Superintendent of Schools, or the appropriate Administrator.

Level Three - If the grievance has not been resolved at Level Two, or within ten (10) school days after such grievance was delivered to the Superintendent, or appropriate Administrator, the aggrieved person or persons may within five (5) school days thereafter request in writing that the Chairperson of the PR&R Committee submit her grievance to the Board of Education. If the grievance is not settled at Level Three within twenty (20) school days thereafter, the matter may be referred by either party in the form of a written request to the Public Employment Relations Commission (hereinafter referred to as PERC), for a panel of arbitrators, and the rules of that organization shall be followed.

The decision of the arbitrator shall be final and binding regarding a grievance concerning a violation of the specific terms of this Agreement, except as provided herein: The decision of the arbitrator shall be advisory in nature concerning all other grievances. Costs of the arbitration shall be borne equally by both parties.

Time limits at any level of procedure may be waived by mutual consent.

Notwithstanding anything contained in this Article, it is expressly understood that the Belleville Schools Office Personnel Association shall have the absolute right in their sole discretion to determine the merits of an alleged grievance and whether or not the Association shall move forward with said grievance. In this regard the decision of the Association shall be final.

Miscellaneous

All meetings and hearing under this grievance procedure shall not be conducted in public and shall include only such parties in interest, including witnesses, if any, and their designated or selected representative, as herein above referred to. All parties to this Agreement do hereby solemnly covenant and agree to observe any grievance procedure as confidential.

ARTICLE VII

EMPLOYEE RIGHTS

Pursuant to Chapter 123, Public Laws 1974, the Board hereby agrees that every eligible employee of the Board shall have the right to organize, join, and support the Association and its affiliates* for the purpose of engaging in collective negotiations.

The terms "eligible employees or eligible employee" herein, shall mean those persons covered by this Agreement.

There shall be no discrimination, interference, restraint, or coercion by the Board or of its agents or representatives against any eligible employee because of her membership in the Association or because of any lawful activities by such employee on behalf of the Association; and the Association, its members and its agents shall not discriminate against, interfere with, restrain, or coerce any employees who are not members of the Association.

Eligible employees have the right to expect to be informed about matters which could affect their employment.

No employee shall be disciplined, reprimanded, reduced in rank or compensation or deprived of any professional advantage without just cause. Any such action asserted by the Board or any agent or representative thereof shall be subject to the grievance procedure per ARTICLE VI.

No employee shall be prevented from wearing pins or other identification of membership in the Association or its affiliates. Such insignia, however, shall be of reasonable size and shall note only identification of membership.

* Affiliates for this Agreement shall be confined to:

Essex County Education Association
New Jersey Education Association
National Education Association

Nothing herein contained shall be construed to deny or restrict to any employee such rights as she may have under New Jersey School Law or of the applicable law or regulation.

If any provision of any application of this Agreement is held to be contrary to law then such provision or application shall not be deemed valid or subsisting except to the extent permitted by law. All other provisions or application of this Agreement shall continue in full force and effect.

All new members of the unit shall be provided with a copy of this Agreement by the Board.

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ARTICLE VIII

ASSOCIATION RIGHTS AND PRIVILEGES

Representatives of the Association, the New Jersey Education Association, and the National Education Association may transact official Association business at all reasonable times in school buildings, without interfering with or interrupting normal school operations. The Superintendent shall be given reasonable notice in advance of the time and place of all said meetings. No meeting shall be held without prior approval of the appropriate administrators, which approval shall not be unreasonably withheld.

The Association shall have the right to use the inter-school mail facilities and school mail boxes, and the Association shall have the right to post notices on the bulletin boards in faculty rooms and/or lounges.

Upon the request of the Association President there may be semiannual meetings between the Superintendent and President of the Association and any other persons they may agree upon.

The rights and privileges of the Association and its representatives as set forth in this Agreement shall be granted only to the Association as the exclusive representative of members of this unit and to no other organization.

ARTICLE IX

SALARY GUIDES FOR YEARS 1990-91, 1991-92 AND 1992-93

GROUP I

Payroll Bookkeeper
Secretary to the High School Principal
Secretary to the Middle School Principal
Secretary - Guidance
Secretary - Special Services
Data Processor/Computer Operator - Senior High School
Accounts Payable Clerk
Bookkeeping Clerk

GROUP II

Assistant Secretaries - Business Office
Assistant Secretaries - High School and Middle School
Assistant Purchasing Clerk
Assistant Secretary - Special Services
System 36 Computer Operator - Business Office

TEN MONTH

Elementary School Secretaries
Assistant Secretary - Special Services
Assistant Secretaries - High School and Middle School

See attached Salary Guides (Appendix A) and attached Longevity Schedule (Appendix B)

Employee placement on the salary guide is hereby attached.

Initial placement on guide may be with no more than 2 years credit for outside work experience except with consultation and agreement by the Association.

SALARY GUIDES - BELLEVILLE SECRETARIES

See Appendix A

LONGEVITY SCHEDULE - BELLEVILLE SECRETARIES

See Appendix B

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ARTICLE X

SICK LEAVE

Sick leave is defined by Revised Statutes 18A:30-1 et seq. as follows:

"Sick leave is hereby defined to mean the absence from his or her post of duty of any person because of personal disability due to illness, or injury, or because he or she has been excluded from school by the school district's medical authorities on account of a contagious disease or of being quarantined for such a disease in his or her immediate household."

Allowance for Personal Illness

<u>Total Years of Service</u>	<u>Days Allowed for Illness</u>
1 day thru 1 year	1 day per month with a maximum of either 10 or 12 days in accordance with work year
1 year plus one day through 10 years, et seq.	12 full days
10 years & 1 day thru 15 years	20 full days
15 years & 1 day thru 20 years	25 full days
20 years & 1 day thru 25 years	30 full days
25 years & 1 day thru 30 years	60 full days

After ten (10) years of service, sick leave in excess of the above shall be at the discretion of the Board.

Certificate for Personal Illness

Employees absent must file a statement certifying the medical cause for such absence. Where the period of absence exceeds five days, a doctor's medical report must be filed.

Upon the recommendation of a line administrator and/or Superintendent of Schools, the Board will make a determination whenever it is in the best interests of the Belleville School district, to require any employee who is absent due to illness or accident to submit to a physical examination by a physician selected by the Belleville Board of Education or at the option of the employee, by a physician of the employee's own choosing, approved by the Board of Education. For such examinations by

physicians designated by the Board, the cost thereof and all related tests and procedures shall be borne by the Board of Education. For any examinations made by a physician of the employee's choosing which has been approved by the Board, the cost thereof and all related tests and procedures shall be made at the employee's expense.

Absence After Reporting for Duty

If an employee leaves work during the first three hours, they will be charged 1/2 sick day. If an employee works more than three hours, there will be no charge to sick time.

Accumulated Sick Leave

If the employee does not use all of his/her annual sick leave allowance, ten month employees shall accumulate up to 10 days, and twelve month employees shall accumulate up to 12 days for use, if necessary, in subsequent years. Unused personal days at the end of a school year shall convert and be added to the employees unused sick leave accumulation according to the following schedule.

If at the end of the year four (4) personal days are unused three (3) will be added to the record. If three (3) are unused two (2) will be accumulated. If two (2) are unused one (1) will be accumulated.

Such accumulated sick leave shall under no circumstance be counted toward tenure.

Terminal Pay on Basis of Sick Leave

Any employee with fifteen years or more service, or upon formal filing of retirement papers with the Division of Pensions, may upon termination of employment receive the following compensation, effective July 1, 1990:

\$25.00 per day for day 1 to 100
\$35.00 per day for days 101 to 200
\$45.00 per day for days 201 to 300

This benefit shall only be paid once for each employee.

Upon an employee's death with fifteen years or more of service, this benefit shall be payable to the employee's estate.

ARTICLE XI

EXCUSED ABSENCES

Death in Family

In case of death of the father, mother, husband, wife, child, grandchild, sister, brother, mother-in-law, father-in-law, grandparent, daughter-in-law, or son-in-law, of any employee, such employee will be excused for a period up to five consecutive days to attend the funeral of such deceased kin.

In case of death of sister-in-law or brother-in-law of any employee, such employee will be excused for a period of up to three consecutive days to attend the funeral of such deceased kin.

One day's absence will be allowed to attend the funeral of an uncle, aunt, nephew, niece, or cousin.

Personal Reasons

If, for personal reasons, or for religious observance, a day's absence is necessary, an employee may be excused from his duties upon notice to the Administrator concerned, subject to operational needs and considerations. Notice should be submitted at least two days before the requested absence unless an unanticipated emergency occurs, which precludes such notice.

"Personal reasons" as herein defined is an emergency of the performance of a duty that cannot be done on out-of-school time. In all cases where an employee requests an excused absence for urgent personal reasons, a green slip must be filed with the Principal or appropriate Administrator for his approval and ultimate approval by the Superintendent.

For personal reasons which are considered by an employee to be of such a nature as to be extremely confidential, green slip may be marked, "personal reasons - confidential", and such green slip will be forwarded directly by the Administrator to the Superintendent or appropriate Administrator for consideration.

Twelve-month employees will be paid for a period not exceeding four days for excused absences during any school year. Ten-month employees will be paid for a period not exceeding three (3) days for excused absences during any school year.

Unused personal days may be accumulated as sick days in accordance with the schedule set forth in Article X.

Absence for Jury Duty

There shall be no salary deductions for an employee of the Board if that employee is absent due to service on a Grand or Petit Jury.

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ARTICLE XII

CHILD-REARING LEAVE AND MATERNITY DISABILITY

(A) Child-Rearing

The Board of Education shall grant child-rearing leave without pay in accordance with the following procedure:

1. All initial applications for and applications for extensions or reductions of child-rearing leave shall be made in writing to the Superintendent.
2. Any employee intending to apply for child-rearing leave shall advise the Superintendent of the fact of her pregnancy and/or of his/her prospective plans for taking child-rearing leave and the best estimate of when the child-rearing leave will commence and terminate. The employee shall request child-rearing leave of the Superintendent of Schools in writing at least sixty (60) days prior to the date the leave is to commence.
3. The request for child-rearing leave shall specify the date when the employee wishes the leave to commence and terminate.
4. Child-rearing leave shall be granted for a period of up to the end of the academic school year in which the child-rearing leave commenced and an additional school year shall be granted upon request of the employee under tenure or who has received a tenure-year contract for such employee. An employee on child-rearing leave shall notify the Board in writing of the intention to return to the district by March 1 of the school year preceding the school year in which the employee wishes to return to the district or sixty (60) days prior to said intended return date, whichever is sooner.
5. An employee returning on the first day of the school year in September from child-rearing leave shall be placed in her/his previously held position if available and administratively feasible.
6. Any employee who has applied for and received child-rearing leave may reapply for permission to return to employment during any academic school year for which such leave was granted, and such leave may thereupon be terminated by the Board, at its sole discretion.

7. No employee on child-rearing leave shall, on the basis of said leave, be denied the opportunity to substitute in the school district in the area of her/his competence.

8. Time spent on child-rearing leave of absence shall not count towards salary guide placement experience, seniority, sick leave accumulation, etc.

9. Any 10 month employee who accepts child-rearing leave after January 31 in any given year is given credit on the salary guide for a full year upon returning to the district. Any 12 month employee who accepts child-rearing leave after January 1 in any given year is given credit on the salary guide for a full year upon returning to the district.

10. An employee receiving child-rearing leave shall not accept full time employment during all or part of the period of the child-rearing leave. This provision shall cease to be operative at such time as the employee shall have been denied her/his request under Paragraph 6 to return to employment.

11. Adoption - Any employee adopting a child of pre-school age shall receive a leave similar to child-rearing leave which shall commence upon receiving de facto custody of said child, or earlier if necessary to fulfill the requirements for the adoption.

12. The Board is not required to continue employment of a non-tenure pregnant employee beyond the year in which the leave is taken. The child-rearing leave period shall not be counted for tenure purposes, however, the period before and after the maternity shall count towards tenure.

(B) Maternity Disability

1. The Board shall grant sick leave for the period of actual disability associated with pregnancy and birth to pregnant employees on the same terms and conditions governing leave of absences for illness or medical disability.

The pregnant employee will be entitled to her annual and accumulated sick leave, with pay, during the period of absence due to her actual disability.

2. Any pregnant employee who does not elect to take a child-rearing leave may continue to perform her duties as long as physically able to do so and will be entitled to return to her duties when she is physically able.

3. The Board may require an employee during her pregnancy to produce a certificate from her physician stating that she may continue working effectively at the duty to which an Administrator has assigned.

4. In the event of any question as to the condition of the pregnant employee, a conference shall be arranged between the Board's physician and the attending physician.

5. No employee shall be required to leave work because of pregnancy at any specific time prior to expected childbirth nor be prevented from returning to work after childbirth solely on the ground that there has not been a time lapse of specific duration between childbirth and the desired date of return.

6. Nothing stated herein is intended to restrict the right of the Board to discipline any pregnant employee for any cause not related solely to pregnancy.

7. The Board has the right to remove any pregnant employee from her daily duties on any one of the following criteria:

- a. Her performance substantially declines from the period preceding pregnancy.
- b. Her physical condition or capacity renders her incapable of performing her assigned duties which shall be deemed to exist if, (1) the pregnant employee fails to produce a physician's certificate that she is medically able to continue working; or (2) the Board's physician concludes she is unable to continue in the role of an employee.

ARTICLE XIII

TRANSFER, REASSIGNMENT, SENIORITY & REDUCTION IN FORCE

Transfer & Reassignment

An employee desiring a transfer to another assignment shall make her request in writing to the appropriate Administrator. Consideration shall be given to the individuals requesting transfer when positions become available.

Whenever possible, transfers shall be made on a voluntary basis. Involuntary transfers shall be the last recourse. The Board reserves the final right in making secretarial assignments.

The Superintendent or appropriate Administrator shall discuss the transfer with the employee and her representative if she so desires and shall make the final assignment in writing.

Assignment

Every effort shall be made to notify employees of their contract, salary status, and assignment for the ensuing year no later than June 1.

Seniority

Seniority for all regularly employed full and part-time employees shall be determined according to the formal date of appointment with the Board of Education. (Resolution)

Reduction in Force

In the event of any reduction in Force (RIF) district wide seniority shall apply. Employee reassignment will be based upon the ability to meet the requirements and perform the duties as detailed in the job description.

ARTICLE XIV

JOB POSTING

All secretarial positions, whether for ten (10) or twelve (12) months work year, shall be posted in all schools for a period of ten school days. Qualifications for such positions, the duties and group shall be clearly set forth. A copy of said announcement shall be forwarded to the Association President at the time of posting. Employees who desire to apply for such vacancies shall submit their applications in writing to the Superintendent or appropriate Administrator within the time limit specified in the notice, and the Superintendent or appropriate Administrator shall acknowledge promptly, in writing, the receipt of all such applications.

Whenever there is a vacancy, and the position is to be eliminated, the secretarial organization will be notified within thirty (30) days. However, if the position is to be filled, the Board will attempt to do so within ninety (90) days.

Notice of eligibility for any vacancy which may occur during the summer months must be filed by June 15th indicating the whereabouts of the employee during such period.

ARTICLE XV

VACATION POLICY

FOR TWELVE-MONTH SECRETARIAL AND CLERICAL PERSONNEL

1. More than six months but less than one year's service - 1 week vacation with pay. One through five years of service - 2 weeks vacation with pay.

2. In addition to the above, each employee will be granted one vacation day per year to be taken at a time agreeable to the Administrator concerned so as to maintain maximum operating efficiency. At the end of the initial five years, the five vacation days will become 1 third week's vacation, effective the sixth year of employment. However, from the sixth year through the tenth year, employees will earn vacation days on the same basis so as to achieve four weeks vacation commencing the eleventh year of service.

ARTICLE XVI

OVERTIME

Straight time will be paid up to 40 hours and time and one-half for over 40 hours. Any work requested to be done on a holiday or weekend shall be paid at time and one-half the regular rate of pay.

ARTICLE XVII

SALARY DEDUCTIONS

Payroll dues deduction will be made for employee organizational dues in Belleville School Office Personnel Association and affiliated organizations upon written authorization by the employee, in accordance with the Rules and Regulations of the State Department of Education.

The Board of Education shall also deduct upon written authorization a Summer Savings Deduction Plan and deduction for a Tax Deferred Annuity, 403(b), Plan.

REPRESENTATION FEE

Purpose of Fee

If any "office personnel" does not become a member of the Association during any membership year which is covered in part by this Agreement, said "office personnel" will be required to pay a representation fee to the Association for that membership year. The purpose of this fee will be to offset the "office personnel" per capita cost of services rendered by the Association as majority representative.

Amount of Fee

Notification: Prior to the beginning of each membership year, the Association will notify the Board in writing of the amount of the regular membership dues, and assessments charged by the Association to its own members for that membership year. The representation fee to be paid by non-members will be equal to 85% of that amount.

Deduction and Transmission of Fee

Once during each membership year covered in whole or in part by this Agreement, the Association will submit to the Board a list of those employees who have not become members of the Association for the then current membership year. The Board will deduct from the salaries of such employees, in accordance with paragraph two below, the full amount so deducted to the Association.

The Board will deduct the representation fee in equal installments, as nearly as possible, from the paychecks paid to each employee on the aforesaid list during the remainder of the membership year in question.

Except as otherwise provided in this Article, the mechanics for the deduction of representation fees and transmission of such fees to the Association will, as nearly as possible, be the same as those used for the deduction and transmission of regular membership dues to the Association.

The Association will notify the Board in writing of any changes in the list provided for in paragraph 1 above.

ARTICLE XVIII.

WORK SCHEDULE

The work year for ten month employees will be from September 1 to June 30.

The work day for all Unit Members shall be 8:00 a.m. to 4:00 p.m., or eight (8) hours inclusive of a one (1) hour duty free lunch, subject to other agreements concerning the elementary lunch period.

The same hours of employment shall be in effect both Summer and Winter. However, in the Summer the employees may begin the work day 30 minutes earlier so as to end the work day 30 minutes earlier by mutual agreement with the Building Administrator.

Holiday calendar approved by the Board shall be attached to this negotiated Agreement or sent to the Association President for distribution. Secretarial and clerical personnel, shall receive one more paid holiday than other twelve (12) month employees, in lieu of the three one-half days that have been removed.

Twelve-month secretarial and clerical personnel will receive an additional day off during the Christmas - New Year's Day recess.

Ten-month employees will be dismissed at the same time as the 10-month administrators at the end of the school year.

ARTICLE XIX

CLOTHING

A smock will be provided for secretaries who must work with duplicating machinery.

ARTICLE XX

PRINTING AGREEMENT

Copies of this Agreement shall be printed at the expense of the Board within a reasonable time.

ARTICLE XXI

TERM OF CONTRACT

This Agreement shall become effective on the first day of July 1990, and shall remain in full force and effect for the period of three years, and shall expire on the 30th day of June, 1993.

IN WITNESS WHEREOF, the Board of Education of the Township of Belleville, in the County of Essex, and Belleville Schools Office Personnel, have caused these presents to be signed by their proper and duly-authorized officers and their representative corporate seals affixed hereto, on the day and year herein above first written.

THE BOARD OF EDUCATION OF THE TOWNSHIP OF BELLEVILLE

THE BELLEVILLE BOARD OF
EDUCATION

By: *Raymond Brown*

By: *Leticia Lasso*

Anthony C. D'Agostino
Paul Flynn

BELLEVILLE SCHOOLS OFFICE
PERSONNEL ASSOCIATION

By: *Mary Jane Lasso, President*

By: *Ann DiLuzzio*

By: *Ira LeNora*

By: *Jan G. Nisiochia*
Patricia Margella
Cara Wupiak

BELLEVILLE PUBLIC SCHOOLS, BELLEVILLE, NEW JERSEY BELLEVILLE SECRETARIES SALARY GUIDES

12-MONTH SECRETARIES

STEP	1990-1991		1991-1992		1992-1993	
	GROUP 1	GROUP 2	GROUP 1	GROUP 2	GROUP 1	GROUP 2
1	\$18,495	\$17,848	\$19,142	\$18,472	\$20,505	\$19,788
2	19,095	18,427	19,763	19,072	21,170	20,430
3	19,695	19,006	20,384	19,671	21,836	21,071
4	20,513	19,795	21,231	20,488	22,743	21,947
5	21,330	20,583	22,077	21,304	23,648	22,821
6	22,147	21,372	22,922	22,120	24,554	23,695
7	22,964	22,160	23,768	22,936	25,510	24,617
8	23,782	23,050	24,614	23,753	26,467	25,541
9	24,599	23,838	25,660	24,762	27,587	26,621
10	25,717	24,817	26,717	25,782	28,869	27,859
11	27,293	26,500	28,375	27,525	30,700	29,725

0-MONTH SECRETARIES

	1990-1991	SEPT. 1 - JAN. 31 1991-1992	FEB. 1 - JUNE 30 1992-1992	SEPT. 1 - JAN. 31 1992-1993	FEB. 1 - JUNE 30 1993-1993
1	\$15,251	\$15,632	\$16,101	\$16,424	\$16,916
2	15,749	16,129	16,613	16,956	17,465
3	16,247	16,627	17,126	17,489	18,014
4	16,926	17,305	17,824	18,216	18,762
5	17,604	17,982	18,522	18,941	19,509
6	18,282	18,659	19,219	19,667	20,257
7	18,960	19,337	19,917	20,432	21,045
8	19,639	20,015	20,615	21,199	21,835
9	20,317	20,852	21,478	22,096	22,759
10	21,245	21,699	22,350	23,123	23,816
11	22,553	23,480	24,184	25,300	26,059

NOTATION:

SEE NEXT PAGE

APPENDIX A(1)

NOTATION TO APPENDIX A...

The Belleville Board of Education and Belleville Schools Office Personnel are aware that the contractual agreement for both parties does not reflect exact percentages negotiated for persons on top step of ten month guide. All other ten month personnel steps reflect 83% of Group II twelve month personnel guide.

Agreement for both parties endeavored to develop a guide within the negotiated 83% frame, but was unable to do so for parties in category referred to in paragraph I.

It is the intent of the Association to work toward developing a guide within the 83% frame with negotiations commencing in 1993.

APPENDIX B

LONGEVITY SCHEDULE - BELLEVILLE SECRETARIES

1990/1991

10 years	\$500.00
15 years	\$700.00
20 years	\$950.00
25 years	\$1050.00

1991/1992

10 years	\$600.00
15 years	\$800.00
20 years	\$1050.00
25 years	\$1150.00

1992/1993

10 years	\$700.00
15 years	\$900.00
20 years	\$1150.00
25 years	\$1250.00